

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, June 24, 2020

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/88620821932>  
or by Phone: 1-877-853-5227 (Meeting ID: 886 2082 1932 Password: 479338)

Time: 12:00 Noon

Committee Present: Robert Guenzel, Darren McKinnon, Keith Orr, Phil Weiss

Committee Absent: Tyler Kinley

Other Board Mbrs: Jessica A.S. Letaw

Board Mbrs Absent: Micah Bartelme, Tom Crawford, Alexandra Dieck, Marie, Klopf, Molly McFarland, Rishi Narayan

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. Weiss read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer’s Executive Order #2020-129.

Resolution FY21 Parking System Repairs: Ms. Hahlbrock reported DDA staff worked with WGI engineers to defer all non-urgent work and has focused FY21’s scope of work on essential repairs. The RFP was released in May. After review of the bid submissions by WGI, RAM Construction Services was identified as the lowest responsible vendor with a bid of \$1.143M. With a 20% contingency, staff requests approval of a \$1.372M project budget. There was committee consensus to bring the resolution to the Board.

Resolution to Set Budget for Ann Ashley Elevator Repairs: Ms. Hahlbrock reported that after speaking with Republic Parking System, WGI, Inc. and Schindler Elevator, it has been determined the repairs to the Ann Ashley elevators are essential. The elevators are 33 years old and as an external elevator are impacted significantly by environmental elements, namely moisture. The door hardware is deteriorated and rusted, the canopies and ceilings are sagging, the flooring is leaking and has damaged the subflooring. Service calls to Schindler, the DDA’s elevator maintenance vendor doubled from 2018 to 2019 with 73% of the calls related to the door hardware, last replaced in 2012. Mr. Weiss, Guenzel and Orr expressed support for the project. Mr. McKinnon expressed concern about the project cost and it not being bid out. He suggested hiring an elevator engineering firm to oversee the work. Ms. Hahlbrock stated that the maintenance agreement with Schindler Elevator was renewed in 2018, extending it to 2023 and suggested that hiring someone to oversee elevator work be considered for future projects

but that the Ann Ashley work should proceed at this time. She recommended that next year when the DDA begins working with WGI to create the new 20-year capital projects plan, this type of project oversight could be added into the plan. The committee agreed with this direction. There was consensus to bring the resolution to the Board.

Revenue Update: Ms. McCallum provided parking revenue and accounts receivable information through May, showing no significant difference between actual and projections at this point in time. Receivables at May 31 were \$638,800, of which 74% are past due. It is anticipated that some part of this will be uncollectable. Ms. McCallum shared the RPS data on receipts/revenue collected hourly for both on- and off-street and validation for the first half of June. She discussed how the June daily collections compared to projections that were provided last month and said she expects assumption adjustments won't be made until after July revenues are known. Questions were asked and answered.

Resolution to Reinstate Late Payment Processes for Overdue Parking Accounts: Ms. Hahlbrock presented a draft resolution to end the waiver of late payment fees for parking permit holders that was approved by the Board on April 1 and move forward with reestablishing the DDA's monthly permit account payment collection process as of July 1, 2020. The recommended process would require notifying customers that they have 30-days to contact RPS to either pay their account in-full or, request a repayment schedule. It was agreed that December 31, 2020 would be the initial end date for repayment but, the committee is aware that some customers may require additional time. The committee agreed that Ms. Hahlbrock and Mr. McKiness' RPS team may make decisions for extensions on repayment on a case-by-case basis. Questions were asked and answered. There was consensus to bring the resolution to the Board.

Parking and Transportation Updates: Mr. McKiness reported that operations are going well and that staff are adapting to the new norms required due to COVID-19 and reopening of the State. Mr. Simmons reported that due to the AAATA's staff reductions, changes in TheRide office operations are being adopted and will take effect in August. More information on this phase of recovery will be forthcoming next month.

Public Comment: Mr. Honeyman expressed his appreciation of the DDA Board and Staff for its efforts to support the City.

The July 29 Operations meeting is cancelled. The next Operations Committee meeting is scheduled for Wednesday, August 26 at 11 am.

The meeting adjourned at 12:10 pm.

Respectfully submitted by  
Susan Pollay, Executive Director